

To connect a Windows Mobile 6 powered device to an Exchange Server:

1. On the **Home** screen, choose **Start**, choose **Programs**, choose **ActiveSync**, choose **Menu**, and then choose the **Configure Server** tab. If the mobile device has not yet been synchronized with Exchange Server, **Add Server Source...** will be the available option.



2. In **Edit Server Settings**, enter the name of the server that is running Exchange, (our server name is: webmail.state.vt.us) and then choose **Next**.



3. Enter your user name, password, and domain name, and then choose **Next**. If you want the mobile device to save your password so that you will not need to enter it again the next time

that you connect your mobile device to Exchange, select the **Save password** check box.
(FYI – passwords are changed every 90 days, so you may have to go back in this screen to change to your new password when that occurs.)



4. Select the check boxes for the types of information items that you want to synchronize with Exchange Server. To change available synchronization settings, select the type of information that you want to synchronize, and then choose **Settings**.



5. Choose **Finish**.

